

RESTRICTED ROUTING GUIDE

MAIL: DO NOT OPEN MAIL CONTAINING IDENTIFICATIONS AND MARKINGS LISTED BELOW. THE FOLLOWING MAIL IS SENT DIRECT UNOPENED: IF THESE MARKINGS ARE NOT FOUND ON THE OUTSIDE WRAPPER, CAREFULLY CUT AWAY THE FIRST WRAPPER TO DETERMINE ROUTING.

1. ALL mail with persons name on top line - send direct.
2. Eyes Only - As addressed (To be opened by addressee only)
3. Sealed Bids - Contracting Officer (Code indicated)
4. Mail for all NRL Tenant Activities (As listed on Code Directory) - Direct
5. NRL Inspector General (Fraud, Waste, and Abuse) - Code 1000.13
6. Command Investigator - Code 1222.2
7. CMS, COMSEC Account 263039, or mail addressed to CODE 1221.4
8. CMC, COMSEC Account 622003 - Code 9110
9. TICON "Special Plans and Special Control Material" - Code 1223.2
20. Special Access - Code 1223.2
11. Special Need to Know (SNTK) - Code 1223.2
12. LIMDIS - Code 1223.2
13. NATO or CNWDI (Critical Nuclear Weapons Design) - Code 1221.11
14. Defense Intelligence Agency (DIA) - Code 5227 (Includes D205 & D218 account mat'l)
15. NIS (Navy Investigative Service) - Code 1220
16. FBI/CIA/DIS/OPM (May contain security clearance invest mat'l) - Code 1224
17. Central Adjudication Facility (CAF) - Code 1224
18. Restricted Data - Code 5227
19. C/RS (Counseling / Referral Service) - Code 9012
20. Registered, Certified, and Express mail addressed to an individual (name on top line). Addressee is called to open material at the Customer Service Counter to determine how material should be handled (e.g., sent to control point; give to individual (unclassified only); routed; sent to Documents (Code 5227)).
21. All mail addressed to the "Commanding Officer" is opened and reviewed very closely to determine how it should be handled. Use the SSIC Routing Guide database, Source files, Subject files, and NRL Problem Files database as aides in making a determination.